



Cabinet for Health and Family Services Division of Kentucky Electronic Health Information

Policies – Information Technology

Category: 7 000.000

Category: PARTICIPANT OBLIGATIONS

000.000 Policy Title: KHIE Community Virtual Health Record Access

Policy: Access to the Virtual Health Record is limited to Authorized Users.

This policy is only applicable to those Participants that access the KHIE Community Virtual Health Record (VHR). Authorized users will access information via the KHIE Community VHR in accordance with all applicable policies of the Participant, state and federal law.

Each Participant shall be responsible to designate its own Authorized Users from among its workforce, and designate business associates and contractors authorized to act as Authorized Users on its behalf.

Authorized Users shall be prohibited from sharing their user names and/or passwords with others and from using the user names and/or passwords of others. The use of another's credentials to access the system is prohibited. All users are responsible for all activities related to their unique credentials.

Each Participant shall be responsible for holding their Authorized Users accountable for compliance with the Division of Kentucky Electronic Health Information Participation Agreement.

Each Participant shall immediately suspend, limit or revoke access authority to KHIE upon a change in job responsibilities or employment status of an Authorized User. Revocation shall occur prior to, contemporaneously with, or immediately following such a change so as to prohibit continued access authority for individuals who no longer need access on behalf of Participant.

The Participant shall inform KHIE of the suspension, limitation or revocation of access authority by use of a secure website. The Participant shall designate a system administrator that shall have access to this website on behalf of the Participant.

KHIE shall be responsible to immediately suspend, limit or revoke access authority to KHIE upon notice from a Participant through use of the secure website.

Scope: This policy applies to all Participants and their Authorized Users and all persons providing contractor services. This policy applies to the Division of Kentucky Electronic Health Information and KHIE employees and contractors to the extent the Division of Kentucky Electronic Health Information is responsible for suspending, limiting or revoking access authority to KHIE.

Policy/Procedure Maintenance Responsibility: The Division of Kentucky Electronic Health Information is responsible for the maintenance of this policy.

Exceptions: There are no exceptions to this policy.

Review Cycle: Bi-Annual

Timeline:

Revision Date:

Review Date: 01-15-2015

Effective Date: 06-15-2011